

## FY 2018 GRANT REVIEW PANEL MEETING MINUTES

**Grant Type:** Project Support

**Panel Meeting Date:** May 10, 2017

**Panel Members Present:** Kimberly Fabbri, Milton  
Jonathan Kidd, Dover  
Michelle Kramer-Fitzgerald, Wilmington  
Cynthia Primo Martin, Wilmington  
Eileen Wilkinson, Lewes  
Matthew Sullivan, Wilmington

**Panel Members Absent:** None

**DE State Arts Council Chair:** Robert Fitzgerald, Rehoboth Beach (DSAC)

**Staff Members Present:** Kristin Pleasanton, Deputy Director  
Katie West, Program Officer  
Gwen Henderson, Grants Administrator  
Dana Wise, Administrative Manager

**Location:** Dover Public Library, Dover

**Meeting Started:** 9:30 a.m.

The grant review panel convened to evaluate applications for funding from the organizations listed below, based on pre-established criteria and scoring rubrics. Applications for specific arts projects sponsored by non-profit organizations, colleges and universities, and government entities that incorporate the arts into their programming were considered for Project Support. The grant panel, made up of citizens from around the state, reviewed the applications in advance. At the meeting, the panel chair asked panelists to provide an objective and consistent evaluation of each applicant's project/program and to measure each application against the criteria in the grant application guidelines.

**Panelists recused from discussion of applications due to a conflict of interest:** Eileen Wilkinson, Cancer Support Community; Matt Sullivan, Wilmington Renaissance Corporation.

**Number of Grants Applications Reviewed:** 18

**Applications:** (in order of review)

1. Arden Club – Concert Gild
2. Bowers Beach Maritime Museum
3. Boys & Girls Club of Delaware
4. C.E.R.T.S.
5. Cab Calloway School Fund
6. CAMP Rehoboth
7. Cancer Support Community Delaware
8. City of Lewes
9. City of Newark
10. Cityfest (Wilmington Children's Chorus)

11. Delaware Pacem in Terris
12. Delaware Futures
13. Friends of Wilmington Parks
14. Read-Aloud Delaware
15. University of Delaware Community Music School
16. University of DE Master Players
17. University of DE REP/PTTP
18. Wilmington Renaissance Corporation

General discussion was conducted at the conclusion of application review concerning the results of the ranking and funding considerations for the staff and Council. Panelists suggested not funding under a score of 3, and graduated funding (percentage of request) above 3.

The panelists suggested reviewing UD grant applications separately from others in Project Support. Panelists also suggested that for those projects that have been funded in previous years, it would be helpful to see the most recent final report. They also suggested that the Division offer grant writing workshops.

Grant awards will be posted on the Division website at [arts.delaware.gov](http://arts.delaware.gov) after the Delaware State Arts Council makes final funding recommendations and the FY2018 budget is adopted by the General Assembly. Panel comments for each of the applications will be available upon request once grant awards are announced.

Panel chair thanked the panelists for their time and preparation.

**Meeting adjourned:** 3:15 pm